



City of Sunnyvale Temporary Employment

Department of Parks & Recreation, 550 East Remington Avenue, Sunnyvale, CA 94086

www.ci.sunnyvale.ca.us

Clay Instructors

\$20.00 per hour

Part-time (1.5–6.5 hrs, once a week)

(Job Code 9410-Recreation Instructor)

The City of Sunnyvale is seeking qualified, self-motivated, energetic, responsible individuals interested in working for the Arts Unit. The Arts Unit is responsible for providing arts programming for the Sunnyvale community. Our Public Art, after school enrichment, and Theater programs reflect the City's strong commitment to the Arts; in addition, the City offers a variety of classes in the Visual Arts, Dance, Music and Drama for youth and adults.

Job Responsibilities

- Develop class curriculum
- Provide art instruction
- Ensure safety in the classroom through supervision and by immediately reporting unsafe conditions
- Develop supply lists
- Work with the Visual Arts Coordinator to develop promotional materials for your class
- Ensure the rules and regulations of the Department of Parks and Recreation are followed, including registration procedures and represent the City of Sunnyvale in a professional manner

Job Requirements

- Clay arts background and related teaching experience
- Strong communication skills - (this position will include direct interaction with the public)
- Strong organizational skills
- Ability to work autonomously
- Drug test, TB Test and background check (fingerprinting) required as a condition of employment

Available Positions (Open until October 20, 2006)

Clay Creations for ages 6-8

Wednesdays, 3:30pm-4:45pm

Starting November 1st, 2006. Each class session is 6 weeks and is ongoing throughout the year.

Intro to Clay for ages 9-10

Wednesdays, 5:00-6:30pm

Starting November 1st, 2006. Each class session is 6 weeks and is ongoing throughout the year.

Pottery I (or other adult pottery class) for ages 16 & up

Wednesdays, 7:00-10:00pm

Starting November 1st, 2006. Each class session is 7 to 11 weeks long and is ongoing throughout the year.

To apply: Submit a City of Sunnyvale Employment Application, resume and letter of interest to the address at the top of this flyer, Attention: Kristin Dance, Visual Arts Coordinator, or email you interest in one or all of the positions to kdance@ci.sunnyvale.ca.us. For more information call (408)730-7758.

Applications are available at the Sunnyvale Community Center and from the City's website. Application materials will be evaluated for job-related skills, experience and education. Individuals with the best match to the positions will be invited to participate in an interview. There are a limited number of positions and this job posting may close without notice. Employment is subject to change based on registration numbers.

An Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Qualified individuals with a disability will receive reasonable accommodation during any phase of the selection process providing such request is made to the Human Resources Office in advance.



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